



Customs & Border Protection

U.S. Department of Homeland Security

CBP.gov

Department: Department Of Homeland Security
Agency: Customs and Border Protection
Job Announcement Number:
MHC-09-248760-JFN

CBP FIELD OPERATIONS AGRICULTURE SPECIALIST

Salary Range: 30,772.00 - 60,612.00 USD per year

Open Period: Monday, April 06, 2009
to Tuesday, April 28, 2009

Series & Grade: GS-0401-05/09

Position Information: Full Time Federal Career Intern

Promotion Potential: 11

Duty Locations: Many vacancies - New York other than NYC, NY Many vacancies - Washington State, WA Few vacancies - North Dakota, ND Many vacancies - Arizona, AZ Many vacancies - California Southwest Border, CA Many vacancies - Los Angeles, CA Few vacancies - Miami, FL Few vacancies - Michigan, MI Few vacancies - Laredo, TX Few vacancies - Idaho, ID Few vacancies - Oregon, OR

Who May Be Considered:
United States Citizens

CBP: Securing America's Borders

Whether on the frontlines or serving behind the scenes supporting our mission, the men and women of CBP are dedicated to keeping America safe. CBP counts on them. Our Nation counts on them. Can we count on you?

CBP Mission Statement:

We are the guardians of our nation's borders. We are America's frontline. We safeguard the American homeland at and beyond our borders. We protect the American public against terrorists and the instruments of terror. We steadfastly enforce the laws of the United States while fostering our nation's economic security through lawful international trade and travel. We serve the American public with vigilance, integrity, and professionalism.

Discover a challenging and rewarding career in CBP, the sole organization responsible for securing the nation's borders. As part of our carefully selected, highly trained team, you'll leverage state-of-the-art technology, innovative strategies and world-wide partnerships to protect our communities and defend our frontier.

Our U.S. Customs and Border Protection Agriculture Specialists serve as experts in the areas of inspection, intelligence, analysis, examination and regulatory enforcement activities relating to the importation of agricultural commodities and conveyances at Ports of Entry (POE).

For more information about CBP's mission, activities, and careers, visit our web site, <http://www.cbp.gov/>.

INFORMATION YOU SHOULD KNOW BEFORE YOU APPLY TO THIS POSITION

If you have already been referred and selected for an Agriculture Specialist position and you choose to re-apply under this announcement, your selection under this announcement will replace any existing Agriculture Specialist selection (and location) for which you are currently in process.

NOTE: Only one on-line submission per applicant, any additional submissions will override your previous on-line application. Applicants will be able to choose ONE location during their registration.

Who May Apply: Open to all U.S. Citizens.

Organizational Location: This position is located in various geographic locations within the Office of Field Operations:

Arizona (includes but not limited to Nogales, San Luis, Douglas and Lukeville)
California - Los Angeles
California - Southwest Border (includes but not limited to Calexico and Otay Mesa)
Florida - Miami
Idaho (includes but not limited to Eastport)
Michigan (includes but not limited to Detroit, Port Huron & Detroit Regional Airport)
New York other than NYC (includes but not limited to Buffalo, Champlain & Rouses Point)

North Dakota - (includes but not limited to Portal and Pembina)
Oregon (includes but not limited to Portland)
Texas - Laredo (includes but not limited to Eagle Pass, Del Rio, Hidalgo, Pharr and Rio Grande City)
Washington State (includes but not limited to Seattle and Blaine)

Relocation Expenses: Relocation expenses will not be paid.

Note: One or more positions may be filled using this vacancy announcement.

These positions are being filled through an Excepted Service appointment under the Federal Career Intern Program (FCIP). Individuals will be appointed to a two-year internship. Upon successful completion of the internship, they will be eligible for placement into a permanent position in the Competitive Service.

Key Requirements:

- U.S. Citizenship
- Background Security Investigation
- Residency in the U.S. for the last 3 years (see explanation)
- Drug Test Required
- Medical may be required

Major Duties:

CBP Agriculture Specialists perform their mission at international ports of entry located at airports, seaports and land borders throughout the United States and along the Canadian and Mexican borders.

Agriculture Specialists use their scientific education and expertise to protect American agriculture and the food supply by preventing the introduction of harmful pests, plant, animal diseases and biological threats. You will also have the authority to seize prohibited or contaminated items which could cause great harm.

Your training will allow you to make a difference in both the daily lives and the future of the American people while playing a critical role in the Department of Homeland Security. Your mission begins proactively as you act on tips, check databases, interact with other agencies and use your analytical skills to complete work in the lab.

With a degree in botany, entomology, biology or plant pathology, you will be able to recognize questionable and dangerous agricultural commodities, flag them for inspection and oversee their testing or destruction. You will educate travelers about why certain agricultural commodities and meat products are seized. This is a job of details--but they are important details to ensuring the safety of our nation.

Qualifications:

You must have successfully completed a full four-year course of study in an accredited college or university leading to a bachelor's or higher degree that included a major field of study in biological sciences (including botany, entomology and plant pathology), agriculture, natural resource management, chemistry or related disciplines (e.g., ecology). If you have not completed the above described education, you must have completed at least 24 semester hours in biological sciences, agriculture, natural resource management, chemistry or a related discipline at an accredited college or university plus appropriate experience or additional education. Examples of qualifying experience may include working in such areas as pest management, environmental monitoring, farm management, agricultural commodity importation and/or exportation or other related experience in pest/pathogen detection, regulation, eradication and control.

GS-5: You qualify at the GS-5 level if you have successfully completed a full four-year course of study in an accredited college or university leading to a bachelor's or higher degree that included a major field of study in biological sciences (including botany, entomology and plant pathology), agriculture, natural resource management, chemistry or related disciplines (e.g., ecology). If you have not completed the above described education, you must have completed at least 24 semester hours in biological sciences, agriculture, natural resource management, chemistry or a related discipline at an accredited college or university plus appropriate experience or additional education. Examples of qualifying experience may include working in such areas as pest management, environmental monitoring, farm management, agricultural commodity importation and/or exportation or other related experience in pest/pathogen detection, regulation, eradication and control.

GS-7: You qualify at the GS-7 level if you meet the basic requirements as described above AND you possess one year of specialized experience that equipped you with the skills needed to perform the job duties. This experience must have been equivalent to at least the GS-5 grade level. Examples include applying clear, detailed instructions to assist with the inspection of vessels, vehicles, aircraft and baggage for the presence of restricted plant material, pests or diseases and with the review/analysis of passenger and/or commodity documents to assess the agricultural risk of their entry.

GS-9: You qualify at the GS-9 level if you meet the basic requirements as described above AND one year of specialized experience that equipped you with the skills needed to perform the job duties. This experience must have been equivalent to at least the GS-7 grade level. Examples include independently conducting routine inspections of vessels, vehicles, aircraft, cargo, agriculture commodities and baggage for the presence of regulated and/or restricted plant material, pests or diseases and either safeguarding and confiscating prohibited items or treating infested material; or reviewing/analyzing passenger, conveyance, cargo and/or commodity documents, databases and tactical intelligence to assess the agricultural risk of their entry.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE GS-7: You may substitute successful completion of one year of full-time graduate education for the experience required at the GS-7 level. This education must have been obtained from an accredited college or university and demonstrate the skills necessary to do the work of the position. (A course of study in biological science, agriculture, natural resource management, chemistry or a related field is qualifying.) Check with your school to determine how many credit hours comprise a year of graduate education. If that information is not available, use 18 semester or 27 quarter hours.

Also at the GS-7: You may substitute superior academic achievement for the experience required at the GS-7 level. You must have completed the requirements for a bachelor's degree from an accredited college or university with a grade point average of 3.0 or higher on a 4.0 scale, class standing in the upper third of a graduating class or major subdivision or membership in a national scholastic honor society.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE GS-9: You may substitute successful completion of a master's or equivalent graduate degree or two full years of progressively higher level graduate education leading to such a degree in an accredited college or university for the experience required at the GS-9 level. This education must have been obtained from an accredited college or university and demonstrate the skills needed to do the work of the position. (A course of study in biological science,

agriculture, natural resource management, chemistry or a related field is qualifying.) Check with your school to determine how many credit hours comprise two years of graduate education. If that information is not available, use 36 semester or 54 quarter hours.

COMBINATION OF EDUCATION AND EXPERIENCE: Appropriate combinations of successfully completed post-high school education and experience also may be used to meet the total qualification requirements for the GS-5, 7 and 9 grade levels. Your education must have included at least 24 semester hours in biological sciences, agriculture, natural resource management, chemistry or a related discipline appropriate to the position.

U.S. Citizenship: Candidates must be United States citizens and present proof of citizenship, if selected.

Residency: There is a residency requirement for all applicants not currently employed by CBP. During the three years prior to applying for this position, you must have: physically resided in the United States or its protectorates or territories (excluding short trips abroad, such as vacations); worked for the U.S. Government as an employee overseas in a Federal or military capacity; and/or been a dependent of a U.S. Federal or military employee serving overseas.

Exceptions may be granted to applicants if they can provide complete state-side coverage information required to make a suitability/security determination. Examples of state-side coverage information include: the state-side address of the company headquarters where the applicant's personnel file is located; the state-side address of the Professor in charge of the applicant's "Study Abroad" program; the church records for the applicant's overseas church missions; and/or the state-side addresses of anyone who worked or studied with the applicant while overseas. Applicants must provide this information when filing their application for employment.

Qualifications by Cut-off Date: You must meet all qualification requirements by the cut-off date of the announcement. Please note that qualification claims will be subject to verification.

Background Security Investigation: This position has been designated as sensitive. If selected, you must undergo and successfully complete a background investigation as a condition of employment in the position. This inquiry will cover your activities during at least the past seven years, and especially any arrests, convictions, dismissals from previous jobs, outstanding debts or financial issues, use of alcohol and illegal drugs and the sale and distribution of illegal drugs. A history of problems in any of these areas may result in your disqualification for this position. Keep in mind that because we have a law enforcement mission, we set a very high standard for our employees.

Motor Vehicle Operation: You must possess a valid automobile driver's license at the time of appointment.

Training: You will be required to attend 10-12 weeks of paid training at the Professional Development Center in Frederick, Maryland. This technical training must be successfully completed according to the standards of the U.S. Customs and Border Protection. Failure to do so will be grounds for mandatory removal from the position. Such failure will result in either reassignment to a different position, demotion or separation from the Service by appropriate procedures. You will also be provided with training at your assigned duty location.

Physical and Environmental Conditions: The work environment includes offices, aircraft operation areas, airline passenger and cargo areas, and land ports. Periods of outdoor work may be required in snow, rain or extreme heat. Occasional periods of outdoor work may be required in remote areas with no modern comfort facilities. The work may involve the use of toxic chemicals, pesticides and fumigants. Protective clothing may be required such as hard hats, gloves, goggles, hearing protection and respirators.

Overtime and Shift Work: This position requires regular and recurring overtime and shift work. You must be willing and available to work overtime and rotating shifts. You may also be rotated between assignments and duty locations.

Uniforms: This position requires you to wear an officially approved uniform while in a duty status.

How You Will Be Evaluated:

Some of the vacancy questions will be used to determine your eligibility and qualifications. If you meet those basic requirements, your responses to the rating and ranking questions will then be used to assign you a category rating of A, B or C. Veterans' preference credit will be applied within each category, as applicable. Your category rating and veterans' preference, compared to that of other applicants, will determine your rank order. If you are among the highest ranking applicants, your application package will be referred to management for selection consideration.

GS-5 Category A consists of any of the following:

1) A Bachelor's Degree with a GPA of at least 3.0 AND a major in one of the following fields: agronomy, botany, cell biology, crop science, ecology, entomology, forestry, horticulture, microbiology, mycology, nematology, pest management, plant pathology, plant physiology, plant science, soil science or weed science. **2)** A Master's Degree in one of the following majors: agronomy, botany, cell biology, crop science, ecology, entomology, forestry, horticulture, microbiology, mycology, nematology, pest management, plant pathology, plant physiology, plant science, soil science or weed science. **3)** One year of experience inspecting vessels, vehicles, aircraft, cargo, agriculture commodities and baggage for the presence of regulated and/or restricted plant material, pests or diseases where you independently applied proven techniques and practices and made easily identifiable decisions. **4)** One year of experience reviewing/analyzing passenger, conveyance, cargo and/or commodity documents to assess the agricultural risk of their entry where you independently applied proven techniques and practices and made easily identifiable decisions.

GS-5 Category B consists of any of the following:

1) A Bachelor's Degree with a GPA of at least 2.5 or higher (but less than 3.0) AND a major in one of the following fields: agronomy, botany, cell biology, crop science, ecology, entomology, forestry, horticulture, microbiology, mycology, nematology, pest management, plant pathology, plant physiology, plant science, soil science or weed science. **2)** A Bachelor's Degree with a GPA of 3.0 or higher AND a major in biological science, agriculture, animal science, natural resource management or chemistry. **3)** A Master's Degree in biological science, agriculture, animal science, natural resource management or chemistry. **4)** One year of experience working as a trainee inspecting vessels, vehicles, aircraft, cargo, agriculture commodities and baggage for the presence of regulated and/or restricted plant material, pests or diseases where you applied clear, detailed and directly applicable instructions. **5)** One year of experience working as a trainee reviewing/analyzing passenger, conveyance, cargo and or commodity documents to assess the agricultural risk of their entry where you applied proven techniques and practices and made easily identifiable decisions.

GS-5 Category C consists of any of the following:

1) A full four-year course of study in an accredited college or university leading to a Bachelor's Degree or higher that included a major field of study in biological sciences (including botany, entomology and plant pathology), agriculture, natural resource management, chemistry or a closely related field. **2)** Completion of at least 24 semester hours in biological science, agriculture, natural resource management, chemistry or a related discipline plus appropriate experience such as working in areas of pest control, pesticide application, x-ray or environmental monitoring, farm management or other related experience in disease control, insect detection/eradication or pest control.

GS-7 Category A consists of any of the following:

1) A Bachelor's Degree with a GPA of at least 3.5 AND a major in one of the following fields: agronomy, botany, cell biology, crop science, ecology, entomology, forestry, horticulture, microbiology, mycology, nematology, pest management, plant pathology, plant physiology, plant science, soil science or weed

science. **2)** A Master's Degree in one of the following fields: agronomy, botany, cell biology, crop science, ecology, entomology, forestry, horticulture, microbiology, mycology, nematology, pest management, plant pathology, plant physiology, plant science, soil science or weed science. **3)** One year of experience inspecting vessels, vehicles, aircraft, cargo, agriculture commodities and baggage for the presence of regulated and/or restricted plant material, pests or diseases and safeguarding/confiscating prohibited items or treating infested materials where you independently applied judgment to determine the type of action needed when encountering items not covered in written guidelines. **4)** One year of experience reviewing/analyzing passenger, conveyance, cargo and/or commodity documents, databases and tactical intelligence to assess the agricultural risk of their entry where you independently applied judgment to determine the type of action needed when encountering items not covered in written guidelines.

GS-7 Category B consists of any of the following:

1) A Bachelor's Degree with a GPA of 3.0 or higher (but less than 3.5) AND a major in one of the following fields: agronomy, botany, cell biology, crop science, ecology, entomology, forestry, horticulture, microbiology, mycology, nematology, pest management, plant pathology, plant physiology, plant science, soil science or weed science. **2)** A Bachelor's Degree with a GPA of 3.5 or higher AND a major in biological science, agriculture, animal science, natural resource management or chemistry. **3)** A Master's Degree in biological science, agriculture, animal science, natural resource management or chemistry. **4)** One year of experience inspecting vessels of regulated and/or restricted plant material, pests or diseases and confiscating/safeguarding prohibited items or treating infested materials where you independently applied proven techniques and practices and made easily identifiable decisions. **5)** One year of experience reviewing/analyzing passenger, conveyance, cargo and/or commodity documents, databases and tactical intelligence to assess the agricultural risk of their entry, where you independently applied proven techniques and practices and made easily identifiable decisions.

GS-7 Category C consists of any of the following:

1) A full four-year course of study in an accredited college or university leading to a Bachelor's Degree or higher that included a major field of study in biological sciences (including botany, entomology and plant pathology), agriculture, animal science, natural resource management, chemistry or a closely related field AND one year of specialized experience working as a trainee inspecting vessels, vehicles, aircraft and baggage for the presence of restricted plant material, pests or diseases or as a trainee conducting a review/analysis of passenger and/or commodity documents to assess the agricultural risk of their entry.

2) A Bachelor's Degree from an accredited college or university with a GPA of at least 3.0 or higher on a 4.0 scale, class standing in the upper third of a graduating class or major subdivision, or membership in a national scholastic honor society. (To include 24 semester hours in biological sciences, chemistry, natural resource management, animal science, agriculture or other closely related field). **3)** One full year of graduate education in a course of study in biological science, agriculture, animal science, natural resource management, chemistry or other closely related qualifying field, obtained from an accredited college or university that demonstrates the skills necessary to do the work of the position. **4)** A combination of education and experience. The education must have included at least 24 semester hours in biological sciences, agriculture, natural resource management, chemistry or a closely related field (e.g., botany, entomology). Examples of experience include working as a trainee inspecting vessels, vehicles, aircraft and baggage for the presence of restricted plant material, pests or diseases or as trainee conducting a review/analysis of passenger and/or commodity documents to assess the agricultural risk of their entry.

GS-9 Category A consists of the following:

1) A Master's Degree in one of the following fields: agronomy, botany, cell biology, crop science, ecology, entomology, forestry, horticulture, microbiology, mycology, nematology, pest management, plant pathology, plant physiology, plant science, soil science, weed science, chemistry, natural resource management, animal science, agriculture or biological science AND one year of specialized experience inspecting vessels, vehicles, aircraft, cargo, agriculture commodities and baggage for the presence of regulated and/or restricted plant material, pests or diseases where you independently applied proven techniques and practices and made easily identifiable decisions.

GS-9 Category B consists of any of the following:

1) A Master's Degree, or two full years of progressively higher level graduate education leading to such a degree, in one of the following fields: agronomy, botany, cell biology, crop science, ecology, entomology, forestry, horticulture, microbiology, mycology, nematology, pest management, plant pathology, plant physiology, plant science, soil science, weed science, chemistry, natural resource management, agriculture, animal science or biological science. **2)** A Bachelor's Degree including at least 24 semester hours in biological sciences, agriculture, animal science, natural resource management, chemistry or a closely related field (e.g., botany, entomology) AND two years of specialized experience inspecting vessels, vehicles, aircraft, cargo, agriculture commodities and baggage for the presence of regulated and/or restricted plant material, pests or diseases where you independently applied proven techniques and practices and made easily identifiable decisions. Note: 18 or 36 semester hours of graduate level education may be substituted for one or two years of experience, respectively. **3)** A Bachelor's Degree including at least 24 semester hours in biological sciences, agriculture, animal science, natural resource management, chemistry or a closely related field (e.g., botany, entomology) AND two years of specialized experience reviewing/analyzing passenger conveyance, cargo and/or commodity documents to assess the agricultural risk of their entry where you independently applied proven techniques and practices and made easily identifiable decisions. Note: 18 or 36 semester hours of graduate level education may be substituted for one or two years of experience, respectively.

GS-9 Category C consists of the following:

1) A Master's Degree in biological sciences of a subject not listed in Category B (i.e. physics, geology or a related discipline appropriate to the position).

Your application may be verified by a review of the work experience and/or education as shown on your application forms, by checking references and through other means, such as the interview process. This verification could occur at any stage of the application process. Any exaggeration of your experience, false statements or attempts to conceal information may be grounds for rating you ineligible, not hiring you, or for firing you after you begin work.

Video-Based Test (VBT): An oral Video-Based Test (VBT) (interview) will be administered to all individuals who are determined to be basically qualified. The test takes about one-half hour and is evaluated by a team of CBP management officials. When you are administered the VBT, you will be filmed while responding to a set of videotaped scenarios. This film will later be viewed and evaluated. The test is rated on a pass/fail basis. Therefore, you will need to receive a "pass" rating to continue through the process. If you are tentatively selected, you will be notified of the date, time and location of your Video-Based Test.

Benefits:

The Federal government offers a number of exceptional benefits to its employees. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, retirement savings plans and transit subsidies. For more information about these benefits, please visit

<http://www.usajobs.opm.gov/ei61.asp>

Other Information:

Promotion Potential: When promotion potential is shown, the agency is not making a commitment and is not obligated to provide future promotions to you if you are selected. Future promotions will be dependent on your ability to perform the duties at a higher level, the continuing need for an employee assigned to the higher level and administrative approval.

Probationary Period: The two years spent in the intern program serve as your probationary period.

Selective Service Registration: If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System or are exempt from having to do so under Selective Service law.

Direct Deposit: All agency employees are required to participate in Direct Deposit/Electronic Funds Transfer for salary payments.

Equal Employment Opportunity: The agency is an Equal Opportunity Employer. All candidates will be considered regardless of their race, color, religion, sex, national origin, age, sexual orientation, protected genetic information, status as a parent, lawful political affiliation, marital status, physical/mental disability (if not a job factor), membership or non-membership in an employee organization or any other non-merit factor.

Reasonable Accommodations: Applicants requiring reasonable accommodations for any part of the application and hiring process should contact the Human Resources Office Representative listed on this announcement. Determinations on requests or reasonable accommodation will be made on a case-by-case basis.

E-Verify: E-Verify is an Internet based system the Department of Homeland Security (DHS) and the Social Security Administration (SSA) have established to assist employers in verifying the employment eligibility of all newly-hired employees. Federal law requires that all employers verify the identity and employment eligibility of all new employees (including U.S. Citizens) within 3 days of hire. Employees are required to complete the Form I-9, and employees must provide employers with documentation establishing both identity and eligibility to work in the United States.

In short, through E-Verify, employers send information about you from your Form I-9 to SSA and DHS to ensure that you are authorized to work in the United States and that your name, Social Security Number, date of birth, citizenship status, and any other non-citizen information you choose to provide your employer on the Form I-9 match government records. If your employer uses E-Verify, you as an employee have certain rights and responsibilities. For more information on E-Verify and your rights, go to <http://www.uscis.gov/portal/site/uscis/menuitem.eb1d4c2a3e5b9ac89243c6a7543d1a//?>

How To Apply:

You must complete the on-line occupational questionnaire. You must upload all supporting documentation (i.e., resume, transcripts and veterans documentation if applicable) to receive consideration for this vacancy announcement. If you do not upload the required documents, you may send it by facsimile to (478) 757-3144. You must use a special application cover page found by entering the following URL into your Internet Browser: <http://staffing.opm.gov/pdf/usascover.pdf>

Make sure that you include the 8-character vacancy identification number LN248760 your name and SSN in the blocks provided or we will not be able to associate your supporting documentation with the rest of your application and you will not be given credit for your claim. Please be sure to respond to all questions in the on-line questionnaire. Errors or omissions may affect your rating or result in your being rated ineligible.

Completing an On-line Occupational Questionnaire: This will allow you to bypass the USAJOBS user log in and resume builder feature and go directly to the on-line occupational questionnaire. Click this link to start a new occupational questionnaire:

<http://applicationmanager.gov/>

When you have completed the occupational questionnaire select the "Finish" button. At the next screen select the "Submit" button. If you want to "Save" an incomplete Occupational Questionnaire and return later, select the "Save" button at the top or bottom of each of the application pages and click the "Logout" button.

In addition to completing an on-line questionnaire and submitting a resume in English, you may be required to submit additional required documents. If you do not have all the requested documents in electronic format you can upload part and fax the remaining documents that you do not have in electronic format.

Required Documents:

In addition to completing an on-line questionnaire and submitting an on-line resume in the English language, the following supporting documents must be received by the closing date of this announcement.

Veterans' Documentation: Applicants claiming veterans' preference will be required to provide proof of preference (i.e. DD Form 214 (member 4), Form SF-15, and the VA eligibility letter). If you are still on active duty, you may submit a statement of service from your unit which states the date you entered active duty, the date you are separating, and the campaign medals you have received. Information on veterans' preference may be found at:

<http://www.opm.gov/veterans/html/vetguide.asp>

Transcripts: This education must be from an institution accredited by an accrediting agency recognized by the U.S. Department of Education. Education obtained from a foreign university or college is not creditable for qualification requirements unless it has been evaluated. For graduates of foreign universities, the applicant must submit an evaluation for all coursework from an organization recognized as specializing in interpretation of education credentials. For a listing of accredited agencies, please see www.naces.org/members.htm

NOTE: Incomplete college transcripts may result in an ineligible rating for this position.

If you are referred and selected for an Agriculture Specialist position, you will be required to submit an official transcript for verification of your eligibility prior to your entry on duty.

Uploading Documents

1. Press the "To upload a resume for this position click here" button to upload documents to this job announcement.
2. At the Document Upload screen, select the type of document you are attaching for upload from the drop down menu on the left side of the screen.
3. Select the "Browse" button and attach the file you want to submit.
4. Press the "Upload" button to submit the document file. You will receive an "Upload Successful" acknowledgement when the file has been received.

Faxing Documents

If you do not upload the required documents, you may send it by facsimile to (478)757-3144. You must use a special application cover page found by entering the following URL into your Internet browser:
<http://staffing.opm.gov/pdf/usascover.pdf>.

Make sure that you include the 8-character vacancy identification number LN248760 your name and SSN in the blocks provided or we will not be able to associate your supporting documentation with the rest of your application and you will not be given credit for your claim.

Your application and all supporting documentation must be received by 12:00 midnight (Eastern Time) on the closing date. Note that you will be allowed to apply more than once but the last application is the only one that will be used.

Applications and supporting documentation will **NOT** be accepted by mail. If you are unable to apply on-line, contact the Human Resources Office representative listed on this announcement at least one day prior to the closing date for further instructions.

Submitting Documents

If you upload your documents using Application Manager, **DO NOT FAX** the same documents. To verify uploaded documents have been processed, please wait one hour to ensure they have cleared the virus scan. You can verify that your uploaded documents are attached to your application by checking the Details tab of your Application Manager account <https://applicationmanager.gov/> for this vacancy announcement. Your documents will display under the Details tab in the Document area.

Faxed documents will take 2-3 business days to process. To fax documents, you **MUST** use the special cover page. Print the pre-populated cover page on the upload documents screen of Application Manager. Or, you may click this link <http://staffing.opm.gov/pdf/usascover.pdf> to print a copy of the cover page. When faxing documents, follow the procedures outlined below.

- Include the 8-character Vacancy Identification Number LN248760.
- Provide your Social Security Number and full name in the spaces provided or we will not be able to associate your document(s) with the rest of your application.
- You may submit multiple documents for the same vacancy announcement using one cover page.
- Fax your cover page and documents to (478)757-3144.

Faxed documents submitted with missing information will not be processed. The following will prevent your documents from being processed:

- Not using the special cover page mentioned above.
- Missing, incomplete, or invalid Vacancy Identification Number
- Missing or incomplete Social Security Number or name

Note: If you have documents in your Application Manager account from a previous vacancy announcement they can be opened, copied and saved then reused as an upload file for this vacancy. Uploading your documents will speed the processing of your application for this announcement.

ADDITIONAL OR MISSING INFORMATION WILL NOT BE SOLICITED. INCOMPLETE APPLICATIONS WILL BE RATED INELIGIBLE.

What To Expect Next:

Applications received at the Minneapolis Hiring Center will be evaluated and reviewed to determine eligibility. Once you have completed the application process, you will be notified by email with the determination of your eligibility.

If you are among the best qualified, your application will be referred to the selecting official for employment consideration, at the highest grade for which you are determined eligible. It is important to note that referral for the position does not guarantee selection.

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

For questions about this job:

Ag Specialist- SPIRIT Unit
Phone: (612)467-7027x3
Email: deu2.nhc@dhs.gov